



CITY OF HOUSTON

Finance and Administration
Department

Interoffice

Correspondence

To: Mayor and Council


From: Judy Gray Johnson, Director
Annise Parker, City Controller

Date: August 27, 2004

Subject **PURPOSE OF NEW MFOR FORMAT**

You will notice that the format of this month's Monthly Financial and Operations Report is simplified to emphasize the larger funds and performance factors. We plan to use this format for the months that do not coincide with calendar quarters. The quarterly reports (September, December, March, and June) will continue to be produced in the extended format used in each month of prior years.

Our goal is to provide a monthly report with timely information in a format that the readers will find useful. If we have dropped something you would like to have included every month, please let us know. If there is any additional information that you would like to see either on a monthly or quarterly basis, please let us know that as well. We will be glad to experiment with different formats and look forward to your feedback on this approach.


Judy Gray Johnson, Director
Finance and Administration


Annise Parker, City Controller